

What is EVAAS Roster Verification?

Roster Verification is simply a way for teachers to verify their class rosters. It is important that teachers' rosters are accurate because EVAAS uses them, along with test scores, to generate Teacher Value-Added reports and the 6th Standard rating on the Evaluation Dashboard. After teachers verify their rosters, School Admins and District Admins will then verify the teachers' rosters for their schools/districts.

When is EVAAS Roster Verification happening?

Most LEAs and Charter Schools will follow this schedule below.*

School Admin Preview Week	April 15 th – April 21 st
Teacher Verification	April 22 nd – May 17 th
School Admin Verification	May 18 th – May 31 st
District Admin Verification	June 1 st – June 28 th

*Note: A select group of LEAs who test early will follow a modified schedule. More information is available from your Testing Coordinators.

What is involved?

School Admin Preview Week

Each school's EVAAS School Admin will have one week to log into his/her EVAAS School Admin account to do two quick tasks: (1) ensure the correct teachers are listed to participate in Roster Verification at your school, and (2) ensure each teacher has the correct rosters assigned to him/her.

Teacher Verification

Teachers will begin Roster Verification on April 22nd. At that time, teachers will log into their EVAAS accounts and verify their rosters are accurate. When finished, teachers will submit the rosters to their School Admin for verification.

School Admin Verification

After teachers submit their rosters, School Admins will look the rosters over for accuracy. When finished, School Admins will submit the rosters to their District Admin for verification.

District Admin Verification

After schools submit their rosters, District Admins will also ensure their accuracy, and then submit the rosters back to EVAAS. At this point, the Roster Verification is now complete.

Who is participating?

In general terms, any educator who works directly with students enrolled in courses with the following exams will need to participate in Roster Verification: EOGs, EOCs, MSLs, and CTE exams.

How do I get more information?

Locally

School and district staff should contact their District Testing Coordinators for more information. District Testing Coordinators will work with their Regional Accountability Coordinators.

Virtually

Attend one of the LIVE online training sessions from the comfort of your own computer and phone. See the attached schedule for more information

Drop-In Schedules by Topic

- [Principal Preview Week for School Admins](#)
- [Roster Verification for Teachers](#)
- [Roster Verification for School Admins](#)
- [Roster Verification for District Admins](#)

Equipment Note

- You need a **phone** and a **computer** to attend these sessions.

SAS® EVAAS

Virtual Interactive Professional Development Sessions for 2012-2013 Roster Verification

Drop-In Sessions (no pre-registration required)

Live 30- to 40-minute web conferences on Roster Verification are available to provide an understanding of the roles and responsibilities of each person in the Roster Verification process. Choose from the list on the left of this page and click on the title to be taken to the schedule of sessions on that topic.

To attend your conference, follow these steps:

1. Verify that your computer is able to access a WebEx Meeting by joining the test conference at <http://www.webex.com/jointest/>
2. A few minutes before your conference is scheduled to begin, open the attached schedule or the invitation to your private session and click on the **Meeting Address**. You can also type or paste the meeting address into your Web browser's address bar.
3. When the SAS Institute Inc. WebEx Enterprise Site opens, enter your name and email address.
4. For audio, there are two options:
 - **If you are calling from a direct line**, enter the phone number from which you will access the audio part of the conference. You will receive a call back, almost immediately. Follow the audio prompts to be connected (press 1, state your name, and press the # key).
 - **If you are calling from an extension**, dial 1-888-682-4285 (toll free). Enter the attendee code found in the schedule below, followed by the # key. **Do not press the star key (*) when asked if you are the leader!**

If you have any problems accessing the Web conference, contact the presenter of the applicable drop-in session:

Jenn Persson: Jenn.Persson@sas.com or (919) 531-3745

Deanene Deaton: Deanene.Deaton@sas.com or (919) 531-6451

Sandy Horn: Sandy.Horn@sas.com or (919) 531-5851

Schedule of EVAAS Roster Verification Drop-in Sessions

PRINCIPAL Preview Week: Roster Verification from the Start

(Principal Preview Week is April 15 – April 19)

Presenter	Date and Time	Meeting Address
Deanene Deaton	11 April, 2013 1:30 PM	https://sasmeetings.webex.com/sasmeetings/j.php?J=718279124 Audio Access: 1-888-682-4285 Attendee code: 622 6050#
Deanene Deaton	11 April, 2013 2:30 PM	https://sasmeetings.webex.com/sasmeetings/j.php?J=718294922 Audio Access: 1-888-682-4285 Attendee code: 622 6050#
Deanene Deaton	11 April, 2013 6:00 PM	https://sasmeetings.webex.com/sasmeetings/j.php?J=713193227 Audio Access: 1-888-682-4285 Attendee code: 622 6050#
Deanene Deaton	12 April, 2013 8:30 AM	https://sasmeetings.webex.com/sasmeetings/j.php?J=713296193 Audio Access: 1-888-682-4285 Attendee code: 622 6050#
Deanene Deaton	12 April, 2013 1:30 PM	https://sasmeetings.webex.com/sasmeetings/j.php?J=717349738 Audio Access: 1-888-682-4285 Attendee code: 622 6050#
Deanene Deaton	12 April, 2013 3:30 PM	https://sasmeetings.webex.com/sasmeetings/j.php?J=711137991 Audio Access: 1-888-682-4285 Attendee code: 622 6050#
Jenn Persson	15 April, 2013 9:30 AM	https://sasmeetings.webex.com/sasmeetings/j.php?ED=197814932 &UID=0&RT=MiMxMQ%3D%3D Audio Access: 1-888-682-4285 Attendee code: 142 247 5078#
Jenn Persson	15 April, 2013 1:00 PM	https://sasmeetings.webex.com/sasmeetings/j.php?ED=197815022 &UID=0&RT=MiMxMQ%3D%3D Audio Access: 1-888-682-4285 Attendee code: 142 247 5078#
Jenn Persson	16 April, 2013 10:30 AM	https://sasmeetings.webex.com/sasmeetings/j.php?ED=197815077 &UID=0&RT=MiMxMQ%3D%3D Audio Access: 1-888-682-4285 Attendee code: 142 247 5078#
Jenn Persson	16 April 2013 3:00 PM	https://sasmeetings.webex.com/sasmeetings/j.php?ED=197815147 &UID=0&RT=MiMxMQ%3D%3D Audio Access: 1-888-682-4285 Attendee code: 142 247 5078#
Deanene Deaton	17 April, 2013 10:00 AM	https://sasmeetings.webex.com/sasmeetings/j.php?J=713195320 Audio Access: 1-888-682-4285 Attendee code: 622 6050#
Deanene Deaton	17 April, 2013 4:00 PM	https://sasmeetings.webex.com/sasmeetings/j.php?J=712337629 Audio Access: 1-888-682-4285 Attendee code: 622 6050#
Deanene Deaton	18 April, 2013 8:00 AM	https://sasmeetings.webex.com/sasmeetings/j.php?J=711706602 Audio Access: 1-888-682-4285 Attendee code: 622 6050#
Deanene Deaton	18 April, 2013 11:00 AM	https://sasmeetings.webex.com/sasmeetings/j.php?J=718770140 Audio Access: 1-888-682-4285 Attendee code: 622 6050#
Deanene Deaton	18 April, 2013 4:00 PM	https://sasmeetings.webex.com/sasmeetings/j.php?J=719692376 Audio Access: 1-888-682-4285 Attendee code: 622 6050#

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Roster Verification for TEACHERS

(Teacher Window Opens April 22, 2013)

- We will cover what a teacher needs to do in order to complete the Roster Verificaion process.
- All teachers are encouraged to attend. Administrators are welcome, as well.

Presenter	Date and Time	Meeting Address
Deanene Deaton	19 April, 2013 9:00 AM	https://sasmeetings.webex.com/sasmeetings/j.php?J=716067370 Audio Access: 1-888-682-4285 Attendee code: 622 6050#
Deanene Deaton	19 April, 2013 11:00 AM	https://sasmeetings.webex.com/sasmeetings/j.php?J=719813807 Audio Access: 1-888-682-4285 Attendee code: 622 6050#
Deanene Deaton	19 April, 2013 1:00 PM	https://sasmeetings.webex.com/sasmeetings/j.php?J=719824635 Audio Access: 1-888-682-4285 Attendee code: 622 6050#
Check back often! Additional Sessions will be posted in mid-April.		

Roster Verification for SCHOOL ADMINS

Presenter	Date and Time	Meeting Address
Check back often! Additional Sessions will be posted in the coming weeks for School Admins.		

Roster Verification for DISTRICT ADMINS

Presenter	Date and Time	Meeting Address
Check back often! Additional Sessions will be posted in the coming weeks for District Admins.		